



THE ROLE OF ADMINISTRATION OFFICE MANAGER OR EXECUTIVE ASSISTANT CONTRIBUTES TO ORGANISATIONAL SUCCESS

- IDENTIFY AND MANAGE THE STAGES OF THE WORKFLOW AND PRODUCTIVITY
- INTERACT AND COLLABORATE IN WAYS WHICH REINFORCE POSITIVE WORKING RELATIONSHIPS
- MANAGE PERSONAL EMOTIONS AND STRESS
- ENSURE THAT ALL CORRESPONDENCE AND REPORTS ARE PROCESSED FOR THE CITY MANAGER'S OFFICE IN A TIMELY MANNER
- ENSURES THAT THE STAFF'S OFFICE PRACTICES AND ROUTINES OF THE CITY MANAGER'S OFFICE ARE POSITIONING EFFICIENTLY ON AN ONGOING BASIS
- MAKES MINOR ADMINISTRATIVE DECISIONS REQUIRING A WIDE KNOWLEDGE OF ORGANIZATION, POLICIES, AND PRACTICES; OFTEN FUNCTIONING AS A LIAISON FOR CITY ADMINISTRATION

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